

EMPLOYEE RESPONSIBILITIES

Employees have a major stake in the safe and efficient accomplishment of their daily job duties. They also have a responsibility to assure that their unit operation runs smoothly. Their responsibilities are to:

- ◆ Understand and abide by all safety rules established for their protection and the protection of their co-workers.
- ◆ Follow specific safe work practices and procedures given them by their supervisors.
- ◆ Be responsible for their own safe conduct.
- ◆ Be alert to unsafe conditions (both workplace and public) and report them immediately to their supervisor. **NOTE:** ISDA promotes a safe environment for its employees by encouraging employee's suggestions and reports of safety concerns.
- ◆ Use common sense in daily activities and at no time do anything that could result in an accident, injury or property damage to themselves or others. Horseplay in the workplace is a common cause of injury and should be avoided.
- ◆ Not attempt to do their job when their physical condition or mental attitude would not permit safe performance.
- ◆ Use all safety equipment provided and ensure guards are in place before operating machinery.
- ◆ Maintain any tools, equipment or vehicles placed in their charge and report any needed repair or replacement necessary for safe use.
- ◆ Not attempt to operate, repair, or otherwise tamper with tools, equipment or vehicles without specific authorization.
- ◆ Immediately report all accidents to their supervisor whether or not an injury occurs or a physician's attention is necessary.
- ◆ Notify your supervisor when seeking medical treatment for any on the job injury.

- ◆ Keep employers informed of medical status and, if possible, recovery and return-to-work time frame.